

**RESOLUTION**

**AUTHORIZING AN AWARD OF CONTRACT TO COMMUNITY GRANTS, PLANNING & HOUSING, LLC OF 1249 SOUTH RIVER ROAD, SUITE 301, CRANBURY, NJ 08512 TO SERVE AS THE TOWNSHIP'S ADMINISTRATIVE AGENT FOR AFFORDABLE HOUSING AND PROVIDE HOUSING REHABILITATION PROGRAM SERVICES FOR A THREE-MONTH PERIOD COMMENCING ON JANUARY 1, 2022 IN AN AMOUNT NOT TO EXCEED \$77,555.75 PAID FROM THE TOWNSHIP'S AFFORDABLE HOUSING TRUST FUND**

**WHEREAS**, the Township of Bridgewater, sought proposals for an Affordable Housing Administrative Agent to administer the Township's affordable housing program; and

**WHEREAS**, the aforementioned Affordable Housing Administrative Agent will act as an agent for the Township and will be responsible for the administration of the housing rehabilitation program and for the administration of all affordable housing units within the municipality in accordance with the Fair Housing Act, N.J.S.A. 52-27D-301 et seq., the Uniform Housing Affordability Controls, N.J.S.A. 5:80-26.1 et seq., and all applicable Affordable Housing Regulations promulgated by the Council on Affordable Housing and Department of Community Affairs; and

**WHEREAS**, the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(a)(i), provides for the award of professional services, without engaging in the bidding process, to a person(s) authorized by law to practice a recognized profession; and

**WHEREAS**, the Local Public Contracts Law, N.J.S.A. 40A:11-2(6) declares that a "professional service" means services performed by 1) a person authorized by law to practice a recognize profession, 2) whose practice is regulated by law, 3) and the performance of which services requires knowledge of an advanced type in a field of learning acquired by a prolonged formal course of specialized instruction and study; and

**WHEREAS**, pursuant to the New Jersey Local Unit "Pay to Play Law, N.J.S.A. 19:44A-20.4 et seq., the Township sought qualified professionals, namely public planners licensed in the State of New Jersey, to provide the aforementioned professional services through the use of a "fair and open process," as defined in N.J.S.A. 19:44A-20.7; and

**WHEREAS**, as required by this law, the Township provided sufficient notice of its Request for Proposal (RFP); publicly solicited RFPs through the utilization of the Township's official web site; established an award and disclosure process documented in writing prior to soliciting any RFP; publicly opened all proposals; and publicly will award the Contract via this Resolution of the Township Council; and

**WHEREAS**, the Township received one (1) proposal for the aforementioned professional services from the following firm:

Community Grants, Planning & Housing, LLC  
1249 South River Road, Suite 301, Cranbury, NJ 08512

**WHEREAS**, Community Grants, Planning & Housing, LLC (“CGP&H”) has demonstrated that it possesses qualifications commensurate with the scope of work as mandated in the Township’s Request for Proposal, which conclusion is shared by the Township Administrator, Michael J. Pappas, and the Township Attorney, Christopher M. Corsini, Esq.; and

**WHEREAS**, in response to the RFP, CGP&H has submitted a proposal to serve as the affordable housing administrative agent for this project to the Township based on the compensation delineated in that proposal and referenced herein below; and

**WHEREAS**, Michael J. Pappas, Township Administrator, has made a formal recommendation to award this contract to CGP&H; and,

**WHEREAS**, the Township Attorney, Chris Corsini has reviewed and recommends the award this contract to CGP&H; and

**WHEREAS**, Michael J. Pappas, Township Administrator, has determined and certified in writing that the value of the services will exceed \$17,500.00, that document being entitled Certificate of Value; and

**WHEREAS**, the anticipated term of this Contract is one year or less; and

**WHEREAS**, the proposal submitted by CGP&H meets the selection criteria articulated in the RFP; and

**WHEREAS**, the Township Council deems it in the best interests of the Township to award a contract to CGP&H to provide the services delineated in the RFP and wishes to provide its approval to the award of contract; and

**WHEREAS**, such award of contract shall be made as a fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5, and

**WHEREAS**, CGP&H has completed and submitted to the Township, the following documents in accordance with the New Jersey Local Unit “Pay to Play” Laws (N.J.S.A. 19:44A-20.4 et. seq.):

1. Political Contribution Disclosure Form (submitted at least 10 days prior to the adoption of this Resolution)
2. Stockholder Disclosure Certification
3. All other documentation articulated by the Township in its Request for Proposals

and acknowledges that the statutory terms and conditions relating to the Political Contribution Disclosure including the possible need to file an annual disclosure statement with the New Jersey Election Law Enforcement Commission are contained as separate provisions within the Township Professional Services Agreement which CGP&H will be required to sign; and

**WHEREAS**, the proposal of CGP&H sets forth the following cost for services (amounts not to be exceeded):

Administrative Agent (General Services):	\$30,000.00
Affordability Assistance Program Services:	\$24,462.50
Housing Rehabilitation Program Administrative Services:	\$3,737.50
Rental & Ownership Fees:	\$0
Housing Rehabilitation Program Case Management:	\$19,355.75
Total:	\$77,555.75

**WHEREAS**, the costs associated with the transfer of units between developers, landlords, tenants and homeowners (described above as “Rental and Ownership Fees”) shall be assessed against those entities contracting for the rental or property transfer and shall involve no cost to the Township; and

**WHEREAS**, the amount for CGP&H will not exceed \$77,555.75 for a term of three months commencing on January 1, 2022, with said monies to be paid from the Township of Bridgewater Affordable Housing Trust Fund; and

**WHEREAS**, a certification affirming the availability of funds in accordance with N.J.A.C. 5:34-5.1 et seq. has been provided by Joe Sarno, Chief Financial Officer on behalf of Holman Frenia Allison, PC and is attached hereto and made a part hereof, and

**WHEREAS**, pursuant to N.J.A.C. 5:34-5.1 et seq., the funds so certified as available are encumbered in Acct. No. 14-0-0-0-2-14601 for qualifying administrative costs and in Acct. No. 14-0-0-0-2-14602 for qualifying rehabilitation costs, and

**WHEREAS**, the Local Public Contracts Law (N.J.S.A. 40A: 11-1 et seq.) requires that the resolution authorizing the award of contract for “Professional Services,” without competitive bids and the contract itself, must be available for public inspection;

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Council of the Township of Bridgewater, County of Somerset and State of New Jersey that an award of contract for professional affordable housing administrative and rehabilitation services pursuant to the Township’s Request for Proposal entitled “Affordable Housing Administrative Agent” as described in the Professional Services Agreement attached hereto, is hereby made to Community Grants, Planning & Housing, LLC, 1249 South River Road, Suite 301, Cranbury, NJ 08512, in an amount not to exceed \$77,555.75; and

**BE IT FURTHER RESOLVED**, Matthew C. Moench, Mayor and Linda J. Doyle, Township Clerk are hereby authorized and directed to execute the Professional Services Agreement attached hereto, with Community Grants, Planning & Housing, LLC; and

**BE IT FURTHER RESOLVED**, that the Business Disclosure Entity Certification, Determination of Value Certification, Political Contribution Disclosure Form and Stockholder Disclosure Certification referenced hereinabove be placed on file with this resolution; and

**BE IT FURTHER RESOLVED** that this Contract is awarded without competitive bidding as a “Professional Service” in accordance with N.J.S.A. 40A: 11-5(1)(a) of the Local Public

Contracts Law because these services are rendered or performed by a person authorized by law to practice a recognized profession and in compliance with the fair and open process as mandated by N.J.S.A. 19:44A-20.4 et seq.; and

**BE IT FURTHER RESOLVED** that a notice of this action shall be printed once in the Courier News, the official newspaper for the Township of Bridgewater.

**BE IT FURTHER RESOLVED** that the Township Clerk, Linda Doyle is to provide a copy of this Resolution to the Township Administrator, Michael J. Pappas, Chief Financial Officer Joe Sarno on behalf of Holman Frenia Allison, PC, Township Qualified Purchasing Agent, Rose Witt, Township Attorney Christopher M. Corsini, Esq., and Community Grants, Planning & Housing, LLC.

Introduced	Seconded	Council	Aye	Nay	Abstain	Absent
✓		Kirsh	✓			
	✓	Norgalis	✓			
		Pedroso	✓			
		Ring	✓			
		Kurdyla	✓			

Adopted: February 7, 2022